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1 NOV 1978

MEMORANDUM FOR: Deputy Director of Security (PSI)  
 Chief, Security Staff, OD&E  
 Chief, Security Staff, OL  
 Chief, Technical Security Division, OS  
 Chief, Information Review Group, OS  
 Chief, Special Security Center, OS  
 Chief, Information Systems Security Group, OS  
 Chief, Safety Branch, PhySD/OS  
 Chief, Domestic Security Branch, PhySD/OS

FROM:

[REDACTED]  
 Chief, Physical Security Division, OS

SUBJECT:

Draft of "Standard Security Procedures for Contractors" (U/AIUO)

1. (C) Forwarded for your review and comment is the first of the series of uniform industrial security manuals being prepared by this Office as directed by the Director of Central Intelligence. This first Security Manual consists of a basic document pertaining to Office of Logistics contracting, where the association of the Agency with the contractor is unclassified (AU); a small Annex pertaining to association classified (AC) contracts; and an Annex of only one page defining special requirements for contractor access to Agency facilities. Included as Appendices are excerpts from applicable Federal Statutes and Executive Orders, forms, construction specifications, Defensive Security Briefing Guidelines, and Sound Transmission Class Standards.

2. (C) Following its approval by the Director of Security, we would envision that the Basic Manual, entitled "Standard Security Procedures for Contractors," would be sent together with its five Appendices to all Office of Logistics contractors whose Agency association is unclassified. Those Office of Logistics contractors whose Agency association is classified would receive the same Basic Manual and the five Appendices, but would, in addition, receive the small Annex I, which contains those few security regulations which are unique to Office of Logistics contracting when the association with the Agency is classified. Annex II,

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which concerns itself with rules for contractor personnel who require access to Agency facilities, would be sent only to those Office of Logistics contractors with a need to know those procedures. The latter might be either AU or AC contractors, depending on the circumstances.

3. (C) We believe that "Standard Security Procedures for Contractors" can be controlled with the caveat FOR OFFICIAL USE ONLY. Its Association Classified Annex I would be classified CONFIDENTIAL, as would Annex II, concerning contractor access to Agency facilities. We believe Annex II should be classified CONFIDENTIAL because its reference to the use of polygraph would surface the "Customer" as either the Central Intelligence Agency (CIA) or the National Security Agency (NSA), since only CIA and NSA conduct polygraph examinations of industrial contractor personnel.

4. (U/AIUO) We would suggest that "Standard Security Procedures for Contractors" be published in a loose-leaf format similar to that currently used for Headquarters Regulations. This approach would greatly facilitate updating and would make it simple to add new material or to change the overall classification of the Manual itself, depending on the AU or AC nature of the contract.

5. (U/AIUO) The three column format presented in this draft has been chosen for ease of reference. The left-hand column contains the old AU "White Book" in its entirety, and those portions of the old AC "Green Book" which are applicable to AC contracting and Agency facility access. The center column contains the proposed manual, underlined where it differs from the old. The right-hand column contains the rationale for the change.

6. (U/AIUO) It will be helpful to remember while reviewing these papers, that this is but one of three Uniform Security Manual revisions currently underway in this Office. The second is a new [redacted] Industrial Security Manual for use by National Program contractors. The third is a new Basic Sensitive Compartmented Information (SCI) Manual, and concerns itself, for the most part, with those industrial contractors who are involved in Agency-funded SCI contracts. It would have appropriate Annexes pertaining to SI, to TK, to [redacted] and to AC and AU contracting as appropriate. The complexity of this arrangement is necessitated by compartmentation and need-to-know requirements. We are striving for

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uniformity, and you will note that in numerous instances in our new draft we have referred to existing [REDACTED] procedures. Please be mindful of the fact that changes you recommend in this draft should be as uniformly applicable as possible to all Agency industrial contracting at whatever level of classification or compartmentation.

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7. It is emphasized that coordination, at this juncture, is to be totally within the Agency and that recipients of this draft are not to provide copies, or portions thereof, to contractor personnel nor are they to solicit contractor input. We would appreciate receiving your written comments no later than close of business 22 November 1978. Should you have questions concerning this matter, please refer them to

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[REDACTED] on green lines [REDACTED] respectively, or on black line [REDACTED]

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cc: DD/PTOS  
Att

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ISB/ [REDACTED] b (2 November 1978)

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